



# City of Hollister

Human Resources

327 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR:

### HOUSING PROGRAMS COORDINATOR

\$2,212.32 - \$2,322.93 - \$2,439.10 - \$2,560.98 - \$2,689.10  
(Bi-Weekly Salary)

**Final Filing Date: Friday, December 16 2016, by 5:00 p.m.**

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This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Housing Programs Coordinator position is in the **Development Services Department**.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Housing Programs Coordinator classification or similar classifications.*

**Position:** Under general direction, to supervise, plan, and coordinate the housing down payment assistance program and monitoring activities and operations of the City of Hollister; develops and coordinates grant-funded programs and required reporting; reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement annual budget allocations and support economic development.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:** One (1) year of housing or grant-funded program management experience.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public policy, business administration, public administration, or a related field.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to work in standard office environment.

**License & Certificate:** Possession of an appropriate, valid California driver's license is required.

**Examples of Duties:** Plan, organize, review, evaluate, and participate in activities to implement various agency, grant, and privately funded programs related to housing and similar resources; assist the Program Manager in the administration of Development Services Department functions and projects. Direct, coordinate, monitor, and evaluate housing programs for the City of Hollister, San Benito County and former redevelopment projects related to area of assignment; plan and execute all activities within assigned program areas including, community liaison, contract preparation, and supervision and marketing activities. Prepare Federal and State grant applications; direct the maintenance of appropriate records; coordinate grant monitoring and reporting activities including CDBG, HOME and HUD. Update CDBG Program Income Reports as necessary. Coordinates CDBG Business Assistance Loan Program under the supervision of the director and consult with the program administrator and California Department of Housing and Community Development. Supports Economic Development Corporation of San Benito County as needed. Identify and obtain funding sources; design and implement funding programs for low income housing programs. Coordinate assigned services and activities with those of other divisions and outside agencies and organizations including with legal counsel, consultants, and non-profit agencies as necessary. Coordinate assigned services and activities with those of other divisions and outside agencies and organizations including with legal counsel, consultants, and non-profit agencies as necessary. Perform related duties and responsibilities as assigned.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister Human Resources Division: 327 Fifth Street, Hollister, CA 95023, PH: (831) 636-4301 ext. 24. Applications must be received in the Human Resources Division Office by 5:00 pm on Friday, December 16<sup>th</sup>, 2016. Copies may be downloaded from the following City website: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination. Candidates are encouraged not to quit or give notice to present employers until the medical exam has been completed and passed. The medical records shall be maintained in a confidential manner.

**Group Insurance:** Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 and Roth Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE: November 23, 2016**